

Software Quality Mission Operations Review (MOR) Checklist

Date(s) of Assessment: _____ Project: _____

Assessor(s): _____ Review Examined: _____

		Y, N, NA	F, O	Comments
REVIEW PREPARATION				
1	Have standards been identified to clearly define the review process?			
2	Were guidelines used to prepare for the review?			
3	Has the project submitted any request for deviations or waivers to the defined process?			
4	Have entrance and exit criteria been established for the review			
5	Was an agenda prepared and distributed in advance of the review?			
6	Was the review package provided with ample time to review?			
7	Were the appropriate stakeholders in attendance?			
REVIEW CONTENT				
8	Were the goals of the review and any review prerequisites provided?			
9	Was the review process addressed, including the method for capturing Requests for Action (RFAs), risks, or issues?			
10	Was an overview of the software project/system provided (e.g., mission goals, key functionality, operational characteristics)?			
11	Was status given on action items from previous reviews?			
12	Was IV & V status provided?			
13	Are system components identified?			
14	Are the ground systems components identified?			

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15	Are the pertinent stakeholders involved in approval of the review material?			
16	Is the operational interface presented?			
17	Were security issues presented?			
18	Were safety issues presented?			
19	Has the Flight Software Maintenance approach been identified, drafted or formalized?			
20	Have interface and pre-launch test plans been established (i.e., end-to-end tests, simulations)?			
21	Has mission planning and scheduling plans and procedures been developed?			
22	Have mission planning and scheduling tools been developed and/or tested?			
23	Have Ground and Flight software releases, capabilities and planned test been identified?			
24	Have plans and status for flight operations and science operations preparations been identified?			
25	Has on-board data memory management been identified?			
26	Have real-time health and safety monitoring and safe mode operations been identified, planned and/or tested?			
27	Are there any outstanding software quality issues?			
28	Are there any outstanding Configuration Management (CM) issues?			
29	Is there evidence that the software is under CM control and change procedures are being implemented as specified in the CM Plan?			
30	Is there evidence that software quality procedures are being implemented as specified in the SQ Plan?			
31	Are technical risks, mitigation plans, and issues documented with plans for tracking and closure?			

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SOFTWARE DOCUMENTATION STATUS				
32	Does the review package include software documentation as specified in the project plan? (i.e., flight ops plans, contingency plans, spacecraft ops concept)			
33	Is supporting documentation for operational interfaces provided in the review package?			
34	Is supporting documentation for the system components provided in the review package?			
35	Is supporting documentation on ground systems provided in the review package?			
POST REVIEW ACTIVITIES				
36	At the conclusion of the review is an understanding reached on the validity and degree of completeness of the Mission Operations Review?			
37	Did all designated parties concur in the acceptability of the Mission Operations Review?			
38	Are there any risks, issues, or request for actions (RFAs) that require follow-up?			
39	Is there a process in place for reviewing and tracking the closure of risks, issues, or RFAs?			
40	Have all artifacts been placed under formal configuration control (e.g., review packages)?			
41	Were Lessons Learned addressed and captured?			

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REFERENCE ITEMS/DOCUMENTS

IEEE Standard for Software Reviews, IEEE Std 1028-1997

GSFC System Review Office Design Review Guidelines

Review Definition – The MOR is the first of two reviews that concentrate on the ground system and flight operations preparations. All mission-oriented operations should be addressed: science, spacecraft and ground system operations. The overall design and status of the ground system should be reviewed to assure that requirements for the science and spacecraft operations support and data processing and analysis support are understood and the proposed approach will meet the requirements. The operational interfaces between the ground and flight system should be reviewed for proper system engineering of the operational trade-offs, signal link margins, constraints and modes of operations, including safe modes. Mission integration or pre-launch test planning to include all planned tests between the flight segment and the ground system should be reviewed. Ground and Flight software releases, capabilities, and planned tests should be included in the review. Plans and status for flight operations and science operations should be included.

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COMMENTS PAGE _____ **of** _____

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